

OFFICE HOURS & MANAGER'S DUTIES

C&S Community Management Service office is open from 9:00 am to 4:30 pm Monday – Friday. The office is closed on Saturday and Sunday and Holidays per the Manatee County holiday schedule.

In accordance with the required Florida Statute 468.4334, a summary of the Association's manager's duties include:

1. Consult with the Board of Directors to prepare an Agenda and attend Board or Owner Meetings.
2. Prepare the Minutes and offer assistance for Board and Owner Meetings.
3. Prepare and mail/email meeting notices and other notices, agendas, and budgets as may be required by the Association Documents and Florida Statute.
4. If applicable, process applications or background reports for residency, rental, or unit/lot purchase.
5. Provide, maintain and update an Association portal/website.
6. Review contracts and act as liaison to Association's Attorney(s) on behalf of the Board of Directors and Association.
7. At the Direction of the Board, attempt to secure compliance by the members or other lot/unit occupants.
8. At the Board's direction coordinate the maintenance and repair of the grounds, land appurtenances, recreational areas and other parts of the common areas of the Association.
9. Coordinate planned and routine repairs, major repairs and maintenance projects to the common areas of the Association at the Board's direction.
10. At the Board's direction arrange for purchases, at the Association's expense, for supplies and materials required for the maintenance, repair, or replacement of the common areas.
11. Assist the Board of Directors and facilitate the selection, employment, direction and discharge of contractors and association employees.
12. Facilitate ordering Bank produced coupons for each lot/unit owner's required assessment payment for that period based on their specific account.

13. Collect all fees and assessments, including regular and special assessments, and other charges from each lot/unit owner.
14. Process and prepare all checks twice monthly
15. Supply to Association, each month, financial statements.
16. Prepare Estoppel Certificates for sale of a lot/unit.
17. Prepare the next year's first draft proposed budget
18. Provide Association with year-end reports.
19. Have prepared all corporation tax returns and coordinate with a Certified Public Accountant any required report of the Association.
20. Answering service for after business hours emergencies.